

BYLAWS OF THE SOCIAL SERVICES FUNDING COMMITTEE

ARTICLE I: NAME

The name of this committee shall be the Social Services Funding Committee, hereafter referred to as the SSFC.

ARTICLE II: PURPOSE

The SSFC shall act in an advisory capacity to the City Council and its primary duty shall be to review annual social service grant applications and make funding recommendations to Council, and to perform such other duties as the Council may request from time to time.

ARTICLE III: MEMBERSHIP

Section 1. Number and Qualifications. The SSFC shall consist of seven members. To be eligible to be appointed, members shall reside within the city limits of Beaverton and cannot be elected officials or employees of the City.

Section 2. Appointment and Confirmation. The Mayor shall appoint committee members, subject to confirmation by the Council. Members shall be selected after an open and publicized interview process. The staff liaison is responsible for overseeing the interview process for new applicants and for providing the Mayor a list of suggested appointments.

Section 3. Term. The first appointments to the SSFC shall be staggered, to assure the members' terms do not expire at the same time. Three members shall be appointed for a three year term, two members for a two-year term, and two members for a one-year term. After the first appointments, all future appointments shall be for a three-year term. There is no limit on the number of terms a member of the SSFC may serve.

Section 4. Attendance. Resignation; Vacancies. Regular meeting attendance is expected of all SSFC members. Any member who accrues more than two unexcused absences in a calendar year or a combination of excused or unexcused absences for 50 percent or more of the SSFC's regular meetings in a calendar year may be removed by the Mayor, subject to the confirmation of the Council.

If a committee member cannot meet the performance expectations of the SSFC, the member may resign. Any membership vacancy will be filled for the unexpired portion of the member's term as soon as practical through a process substantially similar to the process used for the original appointments.

Section 6. Ethics. Members of the SSFC are public officials, bound by the Oregon Government Ethics Law. Members should familiarize themselves with limitations imposed by that law on public officials having conflicts of interest or using an appointed governmental position for financial gain.

ARTICLE IV: OFFICERS

Section 1. Officers. The officers of the SSFC shall be a Chair and a Vice-Chair.

Section 2. Chair. The Chair shall preside at all meetings of the SSFC, maintain order, designate who is to speak at any given time, enforce the rules of the SSFC, determine the order of business under the rules of the SSFC and have a vote on all questions before it. The Chair may cancel a scheduled meeting due to lack of quorum, inclement weather or exigent circumstances. With the assistance of the staff liaison, the Chair is responsible for preparing a meeting agenda. The Chair shall represent the SSFC to the public and may give presentations and provide testimony.

Section 3. Vice-Chair. In the absence of the Chair, the Vice-Chair shall serve as Chair. Upon resignation or other permanent vacancy in the office of the Chair, the Vice-Chair shall assume the duties of the Chair for the remainder of the Chair's term and a new Vice-Chair shall be elected; provided, however, that the Vice-Chair may decline to serve as Chair and remain the Vice-Chair.

Section 4. Election of Officers; Vacancies. At the first meeting of each calendar year, the SSFC shall elect its officers from its membership to serve a term that ends the last day of that calendar year. Nominations shall come from the SSFC members. The officers shall be elected in order of chair and then vice-chair. In the event of a tie vote, one revote shall take place among the two top vote receivers. In the event of a second tie, the office shall be decided by a flip of a coin. The staff liaison shall conduct the nomination and election of officers. The staff liaison may not otherwise serve as an officer of the committee. If an officer position becomes permanently vacant during the year, the SSFC shall hold vote at the next regularly scheduled meeting to elect a member to fill the position for the remainder of the calendar year.

ARTICLE V: STAFF LIAISON

The City employee assigned by the Mayor as staff liaison shall serve as secretary to the SSFC and shall:

- A. Maintain an accurate record of all proceedings conducted by the committee;
- B. Prepare and distribute minutes for all committee meetings;
- C. Give all notices required by law;
- D. Inform the committee of correspondence relating to committee business;
- E. Conduct correspondence of the committee as directed by the committee;
- F. Attend all the meetings or hearings of the committee;
- G. Compile all records and maintain the necessary files;
- H. Schedule meetings for the committee; and
- I. Prepare reports including all relevant information for use by the committee in formulating recommendations.

The staff liaison shall perform such other duties for the committee as are customary in that role or as may be requested or required by the Mayor or the committee.

ARTICLE VI: MEETINGS

Section 1. General. All meetings of the SSFC shall be held in accordance with the Oregon Public Meetings Law and within the geographic boundaries of the City.

Section 2. Regular Meetings. During or before the first committee meeting of the calendar year, the staff liaison shall establish and publish an annual schedule of the regular meetings of the SSFC including date, time, and place. Additional meetings may be duly scheduled upon request from the Mayor, the staff liaison, or a majority of the members of the committee.

Section 3. Meeting Notice. In addition to notice required to be given to the staff liaison and the committee members, public notice of the time and place of all committee meetings shall be given in a manner reasonably calculated to provide general notice to the public at large and give actual notice to specifically interested persons. Notice shall be given not less than 48 hours in advance of a meeting; provided, however, that in case of an emergency, a meeting may be held upon such public notice as is appropriate in the circumstances.

Section 4. Agenda. A list of the principal subjects anticipated to be considered at a SSFC meeting must be included with the notice of the meeting. The list of principal subjects must be specific enough to inform members of the public and interested persons of the nature of the issues coming before the SSFC. Any agenda item may be taken out of order at the discretion of the Chair. Actions of the committee are not limited to the prepared agenda. The committee may take up additional items arising too late to be mentioned in the meeting notice.

SSFC meetings shall end no later than at 11 :00 p.m., unless a motion to postpone adjournment to another specified time is adopted. In the absence of the adoption of such a motion, the agenda item under consideration will be continued to the next meeting of the SSFC or as otherwise provided by motion adopted by the committee.

The Chair may establish time limits on public testimony. The time limit for each person testifying regarding an agenda item shall be the same for each person testifying about the same agenda item.

Section 5. Accessibility. No meeting of the SSFC shall be held in a place inaccessible to persons with disabilities. The following notice shall be included with any public notice of a meeting of committee:

This information is available in large print or audio tape upon request. In addition, assistive listening devices, sign language interpreters, or qualified bilingual interpreters will be made available at any public meeting or program with 72 hour advance notice. To request these services, please call 503-526-2222; voice TDD is available at this number.

Section 6. Quorum; Voting. Four members of the SSFC must be present to constitute a quorum to transact any business that requires a vote. The concurrence of a majority of the SSFC members present and voting is necessary to determine any question before the committee. Voting by proxy is not allowed.

Section 7. Minutes. The staff liaison shall prepare a record of every meeting of the committee. The record may be a sound or video recording, or written minutes of the meeting. A full transcript is not required, but the minutes must give a true reflection of the matters discussed and the views of the participants. Minutes need not state what was said by members, but must record what was done at the meeting, including the results of all votes including the vote of each member by name if not unanimous. Minutes shall be available to the public, upon request, within a reasonable time after a

meeting. Members of the committee normally will vote on whether to amend or approve minutes from the previous meeting at the next regular meeting. Approval may be postponed for good cause to a later regular meeting. A vote in favor of adopting minutes does not signify agreement or disagreement with the actions memorialized in the minutes. Any member of the committee not present at a meeting must abstain from voting on approval of the minutes relating to the meeting the member was absent from.

ARTICLE VII: AMENDMENT OF BYLAWS

Section 1. Procedure. These bylaws may be amended by a majority vote of SSFC members at any duly noticed meeting of the SSFC, provided the meeting agenda specifically includes mention of the proposed amendment of the SSFC bylaws.

Section 2. Effective Date. An amendment of these bylaws shall not take effect until approved by the City Attorney for conformance to applicable law and ratified by resolution of the City Council.